

NetMath Proctor Guidelines

Important: The proctor function may not be delegated to another office, officer, or professional person without prior approval from NetMath.

This form is to signify that you have been approved to proctor quizzes and tests for

_____. We appreciate your willingness to be of service to this student and to our program. The quizzes and tests are in the sealed envelope that accompanies this form. Please adhere to the following procedures when administering tests and quizzes: *(Note that all exams will be sent to the proctor's institutional address. Please verify/update accurate address information.)*

1. If you do not personally know the student, you should check his/her identity. Ask to see a driver's license or picture identification card.
2. The questions are to remain under seal until the time appointed for the quiz or test.
3. The quiz or test should be conducted in accordance with the principles generally understood to be necessary for the convenience and comfort of the students taking an examination during an uninterrupted time period.
4. The student should not be left alone while he/she is writing the quiz or test.
5. The students must not have access to any books, notes, reference materials, or instruments other than ordinary writing materials unless otherwise specified.
6. The student is allowed an uninterrupted period in which to complete the examination. Specific time periods are as follows: Quizzes, 40 minutes; Test, 90 minutes; Mastery Test, 50 minutes; Final Exam, 3 hours.
7. Immediately upon completion of the test or quiz, you should do the following:
 - 7.1. confirm that the student has both signed and printed his/her name on the first page of the test or quiz and on the Proctor's Certification Sheet;
 - 7.2. collect the test or quiz from the student and place it in the postage-paid envelope provided by the student;
 - 7.3. complete the Proctor's Certification Sheet then enclose it in the envelope; and
 - 7.4. seal the envelope and mail it as soon as possible to:

Debra Woods
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